

# FUTURE COUGAR TIPS



## APPLICATION TIPS

- Make sure you complete your job application in its entirety.
- Carefully read the job description to ensure you have a full understanding of the position.
- Follow the instructions on the job description and attach all required documents.
- Double check to ensure your resume and all required documents are attached when you submit your application.
- Fully read the qualifications for the position to ensure your education and experience will meet the requirements.
- When receiving a call inviting you for an interview, be sure to make a note of the person's name and phone number. Be careful not to delete the voicemail message; you will want to save this for future reference.

UNIVERSITY of **HOUSTON**

HUMAN RESOURCES

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## RESUME TIPS

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Make sure your resume is updated with your most current contact information, experience, and education.



Don't be afraid to have a resume that is over 2 pages.



Resume should be in a Word doc or PDF format.





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## INTERVIEW PREP TIPS

Research the department you are interviewing with to determine topics that are relevant and important to them.

Research the University of Houston and the UH System.

Google building location and directions for your interview location.

Prepare for the interview by coming to campus 1-2 days before to determine where you will be parking and the building location of your interview.

Be prepared to interview with a panel or for there to be additional UH personnel sitting in on the interview.

Ask questions in the interview; remember you are interviewing the department as well.

Bring extra copies of your resume.

Have a list of references prepared in case it is requested.

Don't forget to send a "Thank You" note or email to the department contact.